

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

TELECOMMUNICATIONS DESIGN SPECIALIST

DEFINITION

This job classification is used only by the Iowa Communications Network.

Performs and/or oversees work concerned with designing, implementing, and coordinating new and existing telecommunications systems and subsystems; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload, and checking work; may make suggestions on appointments, promotions, and reassignments.

Consults with employees of State agencies and vendors in order to determine agency needs, requirements, and limitations regarding telecommunications equipment by personal visits, telephone, or through mail.

Conducts studies and interviews with agency users to determine the degree of user acceptance and attitudes toward existing systems, as well as needs for future enhancements.

Designs systems to comply with agency needs and requirements and trains agency personnel in use of new telecommunications.

Provides direction and control of service order activity processing, maintenance and repair services in order to assure that all operations are completed in a proper and timely manner, in cooperation with the Communications Development Director.

Makes technological recommendations concerning the acceptance or non-acceptance of proposed new telecommunications system and services.

Analyzes proposals received from vendors offering new transmission services for Capitol Complex and outstate locations and making recommendations for acceptance or non-acceptance of such proposals.

COMPETENCIES REQUIRED

Knowledge of telephone company rates, FCC and Iowa Tariffs used in cost analysis studies for the purpose of implementing new telecommunications systems.

Knowledge of telephone company operations including the construction, plant, engineering, marketing, and commercial departments.

Knowledge of the electronic and physical principles of telecommunication systems.

Knowledge of research methodology as applied to telecommunication systems and operations.

Knowledge of current improvements and developments in telecommunication systems.

Ability to interact with state agency personnel and private communication company officials in order to implement systems while maintaining good public relations.

Ability to formulate recommendations on communications equipment, installation, and use of information from research and the involved agencies and contractors.

Ability to evaluate data obtained on telecommunications equipment.

Ability to train State personnel in the correct operation of newly installed telecommunications equipment to insure proper care, use and maintenance of the equipment.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four year college or university and experience equal to four years of full-time experience in one or a combination of the following:

- a. the construction, plant, commercial or marketing department of a telephone company;
- b. professional electrical engineering experience in the design and/or maintenance of communications systems and equipment;
- c. government or private industry where the primary responsibility involved the planning, designing, implementation, coordination, and maintenance of telecommunications systems;

OR

an equivalent combination of education and experience, substituting one year of the required work experience for one year (thirty semester or equivalent hours) of the required education to a maximum substitution of four years.

SELECTIVE CERTIFICATION

For designated positions, the appointing authority, may request the names of only those applicants possessing a minimum of 12 semester hours of education, or 6 months of experience, or a combination thereof in the following area:

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Applicants wishing to be considered for these positions must be sure to list applicable course work and experience on the application.

Effective Date: 09/12 BR